

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE7827212
POSITION NO: 945311
CLASS CODE: 3646

Date Posted: 11/19/12
Closing Date: 12/04/12

POSITION TITLE: HEAD START COOK**
DEPARTMENT NAME: NAVAJO HEAD START - CROWNPOINT AGENCY
DEPARTMENT NO: 782 WORKSITE LOCATION: PUEBLO PINTADO
WORKS DAYS/HOURS: Monday - Friday POSITION TYPE: Permanent: ☒ GRADE: V58A
Hours: 8AM - 5PM Temporary: ☐ SALARY: \$ Per Annum
Part-Time: ☐ Duration: 9 Months \$ 11.47 Per Hour
No. of Hrs/Wk: 40

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work of moderate difficulty in preparing nutritious meals and snacks for Head Start children according to established guidelines; maintains a safe and sanitary kitchen and dining area; completes and maintains accurate records of food service program; provides nutritional habits education; performs related work as assigned. Plans menu to meet nutritional requirements of children and adults served; prepares meals and snacks in accordance with nutritionally balanced menu and number of children and adults to be served; ensures that meals meet USDA requirements; operates standard kitchen equipment; serves food in a family style setting; interacts with children at meal times, serving as an appropriate model to the children; maintains daily meal count for production; adapts meals for any special dietary needs; maintains inventory of food supplies and equipment; estimates daily, weekly needs and orders/purchases food, supplies and equipment; participates in classroom cooking experiences.

Practices safety and sanitation in preparation and storage of food; cleans and maintains the food preparation and storage areas and equipment; washes dishes, pots and pans; sanitizes tables, chairs and kitchen equipment; adheres to sanitation and safety procedures; establishes and maintains a recordkeeping system; prepares required records and reports; assists with lesson plans in nutrition; provides nutritional habits education; assists with other classroom activities as needed; attends meetings and participates in parent activities; participates in training and workshops; assists in recruiting eligible children and collecting required documents; participates in training modules for early childhood education (CDA); may provide guidance and direction to Cook's Aide.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

Two (2) years of experience in large scale institutional cooking; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education, training and licensure applicant must submit copies of college transcript, certificates, diploma, and license, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of established regulations and guidelines concerning food and meal preparation and service. Knowledge of the proper care and use of institutional food preparation equipment. Knowledge of the principles of healthy eating; knowledge of proper procedures in cleaning and maintaining institutional food preparation equipment; knowledge of proper temperatures for cooking foods in an institutional environment; skill in planning and preparing menus; skill in preparing nutritious and appetizing meals; ability to prepare and serve large quantities of food and/or meals.

LICENSE/CERTIFICATION REQUIREMENTS:

Must possess a Food Handler's Permit and a valid driver's license. Must pass a criminal background investigation (fingerprinting and assessment) and a physical examination with tuberculosis (TB) clearance prior to employment. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit, a current Cardiopulmonary Resuscitation (CPR) Certificate, and a First Aid Certificate. Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

Veterans Preference Applies

UNION POSITION**

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99